

LANSING CITY COUNCIL RULES
As amended on August 31, 2009

Rule 1. Sessions of Council. Regular meetings of Council, unless otherwise set forth by resolution of City Council, shall be held on Monday evenings of each week at a time, place and date to be set by resolution of Council. Special meetings may be called as provided in Section 3-202 of the City Charter.

Rule 2. Quorum; Attendance; Call of Council. Five members of Council shall constitute a quorum for the transaction of business, but a lesser number may compel the attendance of absentees or adjourn any meeting or hearing until a later date.

No Council member shall absent himself or herself from the Council meeting without first having obtained leave from the Presiding Officer. The Presiding Officer may revoke leaves of absence at any time.

A call of Council may be ordered by the majority of Council members present, whether a quorum or not, and in pursuance thereof, the Chief of Police, or any other person duly authorized by a majority of the Council members present and voting, may be dispatched for, and take into custody and bring before Council any Council members absent without leave.

THE PRESIDENT - POWERS AND DUTIES

Rule 3. Presiding at Sessions. The President of Council shall preside over all sessions of Council, or, in his or her absence, the Vice President shall preside. If both the President and Vice President are temporarily absent, then the most recent past President shall preside as Acting President.

Rule 4. Appointment of Committee Members; Creation of Ad-Hoc Committees. The President shall appoint all Council members to the standing committees, any Council ad-hoc advisory committee and to any outside agency (see Section 3-102.6 of the City Charter). The President shall appoint the Chairperson and Vice-Chairperson of each standing committee and any ad-hoc advisory committee. Each standing committee of City Council shall consist of three Council members. The President may, at his or her discretion, create or discharge any ad-hoc advisory committees.

Rule 5. Staff Operations. The President of Council shall be responsible for Council staff operations. The President may, at any time, delegate in writing the responsibility for Council staff operations to the Vice President.

THE CLERK'S DUTIES

Rule 6. Calling the Roll and Noting Absentees. The Clerk, or his or her Deputy Clerk, shall call the roll at the opening of each meeting of Council and announce whether or not a quorum is present. He or she shall announce the names of the Council members absent and enter the names of all absentees upon the record of proceedings.

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Rule 7. Notice by the Clerk. The Clerk shall give notice, in writing, to committees, members of Council and City officers concerning the agenda items which have been referred to them by City Council.

Rule 8. Preparation of Agenda. The Clerk's office shall prepare and provide copies of packets to Council and the Mayor of an agenda of business to be considered at each regularly scheduled Council meeting and any special meetings of City Council. No item of business shall be placed on the agenda for a regular meeting of Council unless the original document, annotated with such approvals as may be required, has been presented for filing in the office of the Clerk by 4:00 p.m. on the Thursday immediately preceding the day of the Council meeting. The agenda for each such meeting shall be posted in the lobby of City Hall and Council Chambers not later than eighteen hours prior to the time of each such meeting, and at such other places as Council may deem appropriate.

Rule 9. Items Upon Agenda; Designated Items for Action. Any item of business not placed upon the Council agenda in accordance with the terms of Section 3-103.2 of the City Charter and the provisions of these Rules shall not be considered at any meeting of Council, unless this Rule is suspended by the affirmative vote of six members of Council. Individual Council members or committees may sponsor resolutions or ordinances (except initiatives and referendums presented by the citizenry) and place them on the Council agenda.

Resolutions may be sponsored by the Committee of the Whole if placed on the Council agenda by the President, or, in the President's absence, the Vice President, or by any four Council members when their names are typed at the top of each resolution so sponsored. Committee reports may be sponsored and placed on the Council agenda by committee Chairpersons or by any two members of the appropriate committees. Any committee report can be removed from the Council agenda at the committee Chairperson's discretion. City Council staff shall inform the Clerk's office of those items upon which action is to occur at the Council meeting. The Clerk's office shall be responsible for designating those items which are on the Council agenda for action.

Rule 10. Consent Agenda. In preparing the agenda, the Clerk's office shall place all Legislative Matters, except for those requiring more than five votes or a roll call vote, on the Consent Agenda.

All Legislative Matters on the Consent Agenda may be acted upon in one vote; provided, however, that any Council member may identify specific items that are not to be included in the single Consent Agenda vote, but which are to be discussed and voted upon separately. These items shall be removed from the Consent Agenda. Items removed from the Consent Agenda are to be considered as part of the regular portion of the meeting to which they relate.

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SERGEANT-AT-ARMS

Rule 11. Powers and Duties. A police officer shall be present at all meetings of Council. The police officer shall be under the direction of the Presiding Officer, shall serve as security and as Sergeant-at-Arms of Council and shall have general charge and supervision of the Council Chambers, Council member offices, committee rooms, Council staff offices and work areas and all connecting hallways and passages.

COUNCIL MEMBERS

Rule 12. Speaking. When a Council member desires to speak, he or she shall first address the Chair. Debate shall be governed by Mason's Manual of Legislative Procedure, except where superseded by these Rules. When the Presiding Officer desires to speak on any agenda item identified as an action item, he or she shall turn over the Chair to the Vice Chair.

Rule 13. Compulsory Vote; Conflict of Interest. Each member of the Council shall vote on each question before the Council for a determination, unless excused therefrom by the affirmative vote of two-thirds of the members serving, except that no member shall vote on any question upon which that member has a conflict of interest or a financial interest other than as a citizen of the City. If a conflict of interest question is raised under this section at any Council meeting, such question shall be determined by a majority those Council members present and qualified to vote before the main question shall be voted on, but the Council member affected shall not vote on such determination.

Rule 14. Important Items; Vote Requested. Any matter of business requiring the vote of more than five members of Council, which is defeated at a meeting at which all members of Council are not present, may be reconsidered at either of the first two meetings thereafter.

ORDER OF BUSINESS

Rule 15. Generally. The order of business of the City Council shall be on a printed agenda prepared by the City Clerk. The order of business for Council meetings shall be as follows:

1. Roll Call;
2. Meditation and Pledge of Allegiance;
3. Reading and approval of printed Council Proceedings;

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4. Consideration of Late Items (Late items are to be considered as part of the regular portion of the meeting to which they relate);
5. Tabled Items, if any (Tabled items are to be considered as part of the regular portion of the meeting to which they relate);
6. Special Ceremonies;
7. Comments by Council members and City Clerk
8. Community Event Announcements (Time, Place, Purpose, or Definition of Event – 1 min.
9. Speaker registration for public comment on Legislative Matters;

The Clerk or his or her designee will announce that the public comment registration form(s) for those intending to address Council on legislative matters will be collected;

10. Mayor's Comments;
11. Show Cause Hearings;

Only persons who have received notice from the City as an interested party, or the interested party's agent with written permission, may speak on the agenda item which is the subject of a show cause hearing, for up to a total of 3 minutes.

12. Public Comment on Legislative Matters;

Comment on legislative matters consists of the following items as listed on the agenda: Public Hearings (other than show cause hearings), Consent Agenda Items, Resolutions, Ordinances for Introduction, and Ordinances for Passage.

Each member of the public who has registered to speak will have up to a total of three minutes to address Council on legislative matters. The Presiding Officer may reduce the amount of time allowed for each speaker if he or she determined that the number of registered speakers is so numerous that the meeting cannot be timely concluded without a reduction in the time allocated for each speaker.

13. Council Consideration of Legislative Matters;

Council will consider its agenda and legislative matters in the following order:

- a) Referral of Public Hearings;
- b) Consent Agenda;
- c) Resolutions for Action;
- d) Reports from Council Committees;

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- e) Ordinances for Introduction and Setting of Public Hearings;
- f) Ordinances for Passage.

14. Speaker Registration for Public Comment on City Government Related Matters;

The Clerk or his or her designee will announce that the public comment registration form(s) for those intending to address council on City Government Related Matters will be collected;

15. Reports from City Officers or Boards and Commissions, Communications, Petitions, and other City Government Related Matters.

16. Motion of Excused Absence;

17. Remarks by Council members;

18. Remarks by the Mayor or Executive Assistant;

19. Public Comment on City Government Related Matters;

Each member of the public who has registered to speak will have up to a total of three minutes to address Council on City Government Related Matters that concern them. A City Government Related Matter is an issue or topic relevant to the operation or governance of the City. The Presiding Officer may reduce the amount of time for each speaker if he or she determines that the number of registered speakers is so numerous that the meeting cannot be timely concluded without a reduction in the time allocated for each speaker.

20. Adjournment.

Rule 16. Standing Committees. The standing committees of Council and their functions are as follows:

Development and Planning. Reviews economic development matters, E.D.C. projects and the five-year plan covering development goals, policies, services and overall direction; reviews all matters having to do with land use, including zoning, plats and historical designations; reviews proposed modifications to the Master Plan; reviews acquisition and disposition of public property; and reviews changes to C.D.B.G. programming.

General Services. Reviews licensing and regulation matters, personnel matters and human services; reviews matters pertaining to the arts, cultural and community-wide activities, special events and leisure time programs; has general oversight of City government operations (except those more specifically covered by another standing committee); reviews and prepares amendments or revisions

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to Council Rules; and develops policies that would turn over routine matters to the Administration wherever possible.

Intergovernmental Relations. Represents Council in outreach efforts to improve working relationship with other political entities, with regional agencies and, internally, with such bodies as the Board of Water and Light, the Housing Commission, and the Entertainment and Public Facilities Authority. Its primary charge is to lead in the exploration of intergovernmental cooperation, toward provision of needed services in the best manner by the most appropriate jurisdiction with the least duplication of effort, to include specific emphasis on achieving a regional approach to various issues.

Public Safety. Reviews service levels and issues related to public safety, including police, fire, ambulance, emergency services, traffic environment and the building inspection program.

Public Services. Reviews all matters pertaining to wastewater treatment, sewer and street needs, long range infrastructure and parks and recreation needs and development and the Municipal parking system, including parking enforcement and policies.

Ways and Means. Reviews all proposed modifications to the City's annual Budget and program audits prepared by the Internal Auditor, the City's short-range and long-range financial condition, workforce needs for City operations and financial impact statements developed on proposed actions; and reviews and develops policy recommendations on City financial and budget matters.

Council Personnel. This committee shall be comprised of four members and shall include the president, the vice-president, one at-large councilperson, and one ward councilperson. The vice-president shall serve as chair of the committee.

The Committee on Council Personnel shall consider, study and recommend with respect to the following council staff matters: recruitment; selection; discipline; performance evaluations; job descriptions; policy and procedure manual development; any other personnel matter referred to it by the council.

Except as may otherwise be provided herein, the President shall appoint a Chairperson and Vice Chairperson of each standing committee. In the temporary absence of the Chairperson, the Vice Chairperson shall act as Chairperson. The standing committees' functions shall be reviewed by the Council President and shall be adopted by resolution of Council during January of each year.

Rule 17. Duties of Committees; Quorum; Discharge of Committees. All committees appointed by Council shall thoroughly investigate such matters as are referred to them and report their findings in a timely manner.

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All committees appointed by Council, other than standing committees, shall have a fixed term of life and shall expire at such times unless extended by a majority vote of Council.

A quorum of a committee shall be a majority of the committee members serving.

A committee shall be discharged of any matter referred to it by an affirmative vote of two-thirds of the Council members at the Committee of the Whole or City Council meeting.

No Council committee, ad-hoc or standing, shall meet during a session of Council unless prior permission has been granted by Council. Any Council committee, ad-hoc, standing or Committee of the Whole, shall follow these Rules and Mason's Manual of Legislative Procedure whenever applicable. Every committee, standing or ad-hoc, shall provide an opportunity for the public to speak on items designated for action by the committee. The Chairperson of each committee, standing or ad-hoc, shall be responsible for setting and enforcing the rules governing public comment at his or her committee.

Rule 18. Rules of Decorum for Meetings. The Presiding Officer shall conduct Council meetings in an orderly manner. Members of Council and others in attendance shall obey directions of the Presiding Officer. Citizens and others attending Council meetings may address Council as specified in this Rule and Rule 14. Speakers will be requested to print their name, address, and the topic to be addressed on the appropriate registration form (Legislative or City Government Related Matters). The forms will be used to call speakers to the podium, allow Council members to determine if the speaker is from his or her Ward, and to assist in the accuracy of recording Council Proceedings.

Council meetings are business meetings. Their purpose is to conduct the City's business. Public speaking at the Council meeting is to provide citizens the opportunity to be heard, express their views, and inform the Council and the Administration. In no case is the opportunity of a citizen to speak to be in the nature of a debate and neither the Council nor the Administration is under any obligation to respond specifically to any speaker. All remarks shall be addressed to the Council, the Mayor, and Administration representatives through the Presiding Officer. Individual Council members, the Mayor, or representatives of the Administration present shall address the Presiding Officer for permission to inquire of speakers or members of the audience whenever he or she deems that such an inquiry may be helpful to City business.

No speaker called upon to speak shall by speech or conduct disturb, disrupt, delay, interfere with, or otherwise impede the orderly conduct of the Council meeting. Speakers shall adhere to the time limits established by these Rules and the Presiding Officer. Extension of a speaker's time limit is permissible at the discretion of the Presiding Officer; or on a motion of a Council member, by affirmative vote of two-thirds of the Council members serving.

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No person in the audience at a Council meeting shall engage in speech or conduct which disturbs, disrupts, delays, interferes with or otherwise impedes the orderly conduct of the Council meeting, including, but not limited to whistling, stomping, clapping other than during special ceremonies, interrupting a speaker, or heckling.

The Presiding Officer may rule any member of the public who is a speaker, meeting attendee, or audience member out of order for failing to follow Council's Rules or the Presiding Officer's directions, and may take whatever action is necessary to restore order to the meeting.

ADOPTION OF ORDINANCES

Rule 19. Introduction; Consideration. Ordinances may be introduced by Council members at any regular meeting of Council in the regular order of business. All ordinances must be in writing and shall be approved as to form and section numbers by the City Attorney.

The regular order for consideration of ordinance proposals shall be:

- 1) Introduction, first reading by title;
- 2) Referral to the appropriate committee;
- 3) Public hearing on the ordinance scheduled by Council, which hearing shall be scheduled to be held not sooner than five days after notice of the hearing is posted on City bulletin boards; and
- 4) Second reading by title and passage.

These four steps shall take place in not less than two regular meetings of Council. This Rule shall not be suspended except by the affirmative vote of six Council members.

Rule 20. Manner of Introduction; Form. In each ordinance amending an existing ordinance, changes or new matter shall be placed in capital type, and matter which has been omitted shall be indicated by printing in stricken through type. Every ordinance shall have endorsed thereon the name of the Council member introducing it. In the drafting of proposed ordinances, the lines on each page shall be numbered consecutively. The City Clerk's office shall meet reasonable requests for copies. They shall not be printed in Official Proceedings of the City Council of the City of Lansing until they are finally enacted.

Rule 21. First Reading, Referral and Report. All ordinances, on introduction, shall be read by title and shall be referred to the appropriate committee.

Rule 22. Readings. Every ordinance shall receive two readings by title previous to its being passed, and no ordinance shall be amended or committed until it has been read by title once..

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Rule 23. Amendment at Final Reading. A vote of five Council members is required to adopt any amendment at the second reading of any ordinance recommended for passage.

Rule 24. Commitment Before Final Passage. It shall be in order at any time before the final passage of any ordinance to move its commitment or recommitment.

Rule 25. Final Vote; Publication. On final passage of all ordinances, the vote shall be taken by yeas and nays and entered upon the record of proceedings. No ordinance shall be declared passed unless five or more Council members have voted therefor. Upon passage, all ordinances shall be published in a newspaper of general circulation within the City with notice of their passage.

COMMITTEE OF THE WHOLE

Rule 26. Chairperson of Committee. When Council resolves itself into a Committee of the Whole, the President shall preside, except that in his or her absence, the Vice President shall preside. In the absence of both the President and the Vice President, the most recent past President of Council shall preside.

Rule 27. Rules in Committee. The Rules of Council shall be observed in the Committee of the Whole except for limiting debate and moving to vote immediately. A motion that the Committee rise shall always be in order and shall be decided without debate. Motions recommending action by Council shall take precedence in the same order as analogous motions in Council. A motion to reconsider shall be in order in the Committee of the Whole.

MOTIONS AND RESOLUTIONS

Rule 28. Statement; Reduction to Writing; Withdrawal. No motion or resolution shall be adopted until stated by the Chair. A motion shall be reduced to writing if required by any Council member, and, when presented in writing, shall be read by the Clerk before the same shall be open to debate. A resolution shall always be reduced to writing before being adopted. A request by any Council member for a reasonable recess to reduce a motion or resolution to writing shall always be in order and shall be granted. Any motion or resolution may be withdrawn by the sponsor at any time before decision or amendment.

Rule 29. Precedence of Motions. When a question is under debate, no motion shall be received except:

- 1) To adjourn;
- 2) To take a recess;
- 3) To lay on the table;
- 4) Call to question;
- 5) To postpone to a day certain;

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- 6) To refer or re-refer;
- 7) To amend; or
- 8) To postpone indefinitely.

Such motions shall take precedence in the order in which they appear above.

Rule 30. Motion to Adjourn; Nondebatable Motions. A motion to adjourn shall always be in order. A motion to adjourn, to recess, to lay upon the table or to vote immediately, and all questions relating to the priority of business, shall be decided without debate.

Rule 31. Motion to Lay on the Table. A decision to lay upon the table shall carry with it all questions to which it is attached, except in the case of laying an appeal (as explained in Rule 40) on the table.

Rule 32. Indefinite Postponement. A motion to postpone indefinitely the further consideration of any ordinance, motion, resolution or other matter shall require the votes of five Council members to carry it, and the vote upon such a motion shall not be reconsidered. A motion to lay on the table, or a motion to reconsider the vote by which any ordinance, motion or resolution has failed to pass Council, if agreed to, shall have the effect of postponing indefinitely the consideration hereof, and shall require the votes of five Council members to carry it.

Rule 33. Reconsideration. When a question has been once decided, it shall be in order for any Council member to move the reconsideration thereof, but no motion for reconsideration shall be in order unless made on the same day the vote was taken, or at the next regular meeting of Council. No question shall be reconsidered more than once. A motion to reconsider the vote by which any ordinance, motion or resolution has passed Council shall require the votes of five Council members to carry it.

Rule 34. Effect of Tabling Motion to Reconsider. It shall not be in order to take from the table a motion to reconsider, nor shall the vote whereby any motion to reconsider was laid on the table be reconsidered.

MISCELLANEOUS

Rule 35. Division of Question. Any Council member may call for a division of any pending question, which shall be divided if it comprehends propositions so distinct that if one is taken away, a substantive proposition shall remain.

Rule 36. Roll Call Vote. The affirmative and negative votes shall be taken and recorded on all ordinances, and whenever requested by one or more Council members, on any other matter.

Rule 37. Other Business Cannot Interrupt Roll Call. When the yeas and nays are demanded upon any question, and after the question is stated by the Chair, the Clerk is directed to call the roll. After the first vote is given, no Council member shall be entitled

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to speak on the question, nor shall any motion be in order until such roll call is completed and the result declared.

Rule 38. Appeals. Any Council member may appeal from any decision of the Chair. On all appeals the question shall be: "shall the decision of the Chair stand as the judgment of Council?" Appeals shall be debatable except when Council is under operation of the order to vote immediately, or when the decision appealed from relates to the priority of business.

Rule 39. Laying Appeal Upon the Table. Any appeal may be laid upon the table, but it shall not carry with it the subject matter before Council at the time such appeal is taken.

Rule 40. Suspension of Rules. Any Rule may be suspended by a vote of six Council members.

Rule 41. Amendment; Repeal and Re-Adoption of Rules. A motion to amend or repeal any Council Rule shall require the votes of five Council members. These Rules may be revised or amended and re-adopted by Council as it deems appropriate. A motion made under this Rule shall not be considered for adoption sooner than the next Council meeting.

Rule 42. Parliamentary Practice. The rules of parliamentary practice comprised in Mason's Manual of Legislative Procedure shall govern in all cases in which they are not inconsistent with the standing Rules and orders of Council or the City Charter during all meetings of Council and its committees and committees appointed by Council.

Rule 43. Closed Sessions. Council may meet in Closed Session pursuant to and consistent with the Michigan Open Meetings Act.

A closed session may be requested by the Mayor, the President or any two Council members at any regular or special meeting. The person requesting a closed session shall state the purpose of such session. The stated purpose of the closed session shall constitute the only agenda item(s) for the closed session.

Whenever Council enters a closed session in the tenth floor Conference Room of City Hall, all persons not required for the closed session shall immediately leave the Conference Room and clear adjacent areas. The Council lobby shall be the nearest congregating area for those waiting to re-enter the meeting upon completion of the closed session when the closed session is held in the tenth floor Conference Room of City Hall.

Rule 44. Council Parking. Each member of Council shall have a permanently assigned parking space in the basement of City Hall. These parking bays shall be nonassignable and shall be used exclusively by the Council members unless prior approval has been given by that Council member.

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Rule 45. Compensation of Judges. If Council is requested or desires to appropriate money for the purpose of increasing the salary level of the Judges of the 54-A District Court, before action is taken thereon, the President of Council shall appoint an ad-hoc citizens advisory committee of five members, which committee shall examine the Judges' salaries and any proposals to raise them and recommend to Council what, if any, increase is appropriate. Council shall consider the recommendation of the committee in determining what, if any, increase in the Judges' salaries should be granted.

Rule 46. Physical Presence Required. A member of Council must be physically present at any Council meeting, any Committee of the Whole meeting, any standing Council meeting or any special ad-hoc Council meeting, in order to vote or be counted as part of a quorum.

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LANSING CITY COUNCIL PROCEDURES MANUAL

AUTHORITY

The Legislative power of the City is vested in the City Council. The City Council shall have the powers and duties provided by law or the Charter. The Council does not have the power to direct orders to any city employee or officer except to its own staff.

REGULAR MEETINGS

The City Council shall meet weekly at least 50 times* a year at such times and places as shall be stated in Council rules.

SPECIAL MEETINGS

Special meetings of the Council shall be held at the call of the Clerk upon written request of the Mayor or any two members of the Council. At least 18 hours before the meeting, the Clerk shall give public notice and shall cause each Councilmember to be served personally with a notice of the meeting or shall cause the notice to be left at the usual place of residence of the Councilmember. No business shall be transacted at any special meeting of the council except that stated in the notice of the meeting.

AGENDA ITEMS

All agenda items must be filed with the City Clerk by 4:00 p.m. at least two business days before a regularly scheduled meeting. Items designated for Action, such as resolutions and ordinances, can only be placed on the agenda by a Councilmember or by a Council Committee.

QUORUM

Five members of the Council shall be a quorum for the transaction of business at all of its meetings. In the absence of a quorum, any number less than a quorum may recess any meeting or hearing to a later date.

COMPELLING ATTENDANCE

The majority of Councilmembers present at a duly called meeting may issue a directive for the Police Department to compel attendance of those absent.

AGENDA

**These items are out of date.

The Clerk shall prepare agendas for City Council meetings shall be submitted to the City Council on the Friday preceding the Council meeting. All items which the Mayor or the Council desire to have on a Council agenda must be received by the Clerk no later than 4:00 p.m. the Thursday, the day prior to the time the agenda is transmitted to the City Council.

Late items submitted for Council consideration shall be added to the agenda only on an affirmative vote of six members of the Council present at the meeting.

PRESIDING OFFICER

The President of Council shall preside over all sessions of Council or in his or her absence e, the Vice President shall preside. If both the President and Vice President are absent, then the most recent past President shall preside as Acting President.

PUBLIC CONDUCT IN MEETINGS

The Lansing City Councilmembers have established a policy that when an individual addresses it, the individual must refrain from making personally derogatory comments about Councilmembers, Mayor Hollister*, and other individuals. Such inappropriate comments violate the Council's Code of Conduct for those who attend any of our meetings. The individual will be warned by a letter from the President of the Council. If the individual makes any further personally derogatory comments at any future Council meeting, the individual will be promptly excluding from the meeting and will also be barred from making any public comment at any of our meetings for ninety (90) days.

DISORDERLY CONDUCT AT MEETINGS

Disorderly conduct at Council Meetings will not be tolerated. To enforce the prompt exclusion from the meeting, the Police Department will provide an officer at each regular meeting of the Council.

EXECUTIVE SESSIONS

The Michigan Open Meetings Act permits the Council to go into "Closed" Executive Sessions to discuss only pending lawsuits, settlements, Union Contracts, and Personnel Matters with its Attorney. No formal action can be taken by the Council during these sessions. A minimum of six Councilmembers have to vote in favor to go into Executive Session. At that point the Council staff escorts all non-Council staff and inappropriate members of the Administration out of and away from the Council's Meeting area. Minutes of these sessions are not subject to the Freedom of Information Act.

PUBLIC ACCESS TO COUNCIL RECORDS

The Michigan Freedom of Information Act (FOIA) allows the public the right to access all meeting records, correspondence, etc. The materials generated for Council Meetings are available for review through the City Clerk. The City Attorney reviews formal requests for information. The Council has traditionally provided copies of materials upon verbal or written requests.

**These items are out of date.

VOTING

Councilmembers will be called in alphabetical order to approve ordinances and whenever other items are requested by a Councilmember during the Council meetings.

Councilmembers cannot “pass” to let others vote first. Budget transfers and adding late items to the agenda require six votes.

ORDINANCES AND RESOLUTION

Council will enact ordinances as required by law or specific provisions within the Lansing City Charter. The Council shall also be required to adopt ordinances to repeal or modify existing ordinances, provide for a penalty or establish a rule or regulation to impose penalty provisions, provide for the levying and collecting rents and tolls.

SEATING ARRANGEMENTS

Traditionally, the seating arrangements call for Ward Councilmembers to be on one side of the dais together and the At-Large Councilmembers on the other side.

AUTHORIZED EXPENDITURES

The following information provides guidelines and some specific guidelines that apply to the expenditure of City funds, including community promotions accounts. By law, primarily the Michigan State Constitution and the Home Rule City Act, expenditure of City funds must be for a public purpose.

Authorized Expenditures

1. Contracts with public or private, profit or nonprofit organizations for a specific public purpose or benefit that the City can legally perform.
2. Meals and refreshments for authorized seminars having a public educational nature for officials and employees, registration and other costs associated with attending a conference or educational seminar. These expenses are subject to the City's Travel Expense Policy.
3. Membership dues to governmental and professional associations and similar organizations that advise, inform, and educate officials and employees.
4. Meals, refreshments, and other necessary expenditures during and for business meetings. The business purpose of the meeting and the people in attendance must be documented.
5. All expenditures MUST be documented with invoices, receipts, registration forms, or other similar documents that specifically support the expenditure.

Unauthorized Expenditures

1. Donations to churches, veterans, seniors, non-profit and community organizations such as Big Brothers-Big Sisters, Girl Scouts, Boy Scouts, etc.

****These items are out of date.**

- a. If you or staff are attending a community event as representatives of the City, then the cost of attendance (excluding political fund raising functions related to candidates or ballot issues) is considered to be for a public purpose.
 - b. You may “contribute,” either individually or collectively, funds to an agency or group if the City contracts with the groups to provide a specific service or program that the City could otherwise legally provide itself. Contract forms are available from Council staff, City Attorney or Controller.
2. Office refreshments other than coffee and bottled water. However, refreshments may be provided for business meetings, such as committee meetings, or for individual business meetings that have a public purpose.
3. Presents to City officials and employees other than for employee/retiree recognition events.
4. Flowers or other gifts to the sick or on behalf of the departed.
5. Alcoholic beverages and tobacco products
6. Expenditures related to social events such as office parties other than employee/volunteer/community group recognition events.

TRAVEL AND BUSINESS EXPENSES

1. Mileage Reimbursement: 56.5 cents per mile for personal vehicles. If a City vehicle is available and an employee chooses to drive his or her own vehicle, then the reimbursement rate is limited to the City cost of .19 cents per mile.
2. Meals: The following rates include amounts spent for food, beverages (excluding alcohol), taxes and related tips. Tips are limited to 15 percent.
 - a. Maximum Daily, \$69 with receipts, \$46 without receipts. For each day you must choose either the “with receipts” option or the “without receipts” option. You cannot mix the options in the same day.
 - b. For travel periods less than 24 hours, individual meal expenses are limited to the following:

| | <u>With Receipts</u> | <u>Without Receipts</u> |
|-----------|----------------------|-------------------------|
| Breakfast | \$12.00 | \$8.00 |
| Lunch | 18.00 | 12.00 |
| Dinner | 39.00 | 26.00 |

3. Travel: The actual cost of travel is an allowable expense. Travel by air is limited to the coach fare rate and the standard fee for 1 bag/suitcase, as set forth by the airline. If an employee chooses to drive a personal vehicle, the reimbursement cannot exceed the coach fare rate.
4. Lodging: Actual cost of room, limited to medium range available.
5. Special Events: Actual cost of meal ticket replaces normal meal rates

**These items are out of date.

6. Limit: \$1,500 per employee per trip which may be waived only upon written authorization from the Council President.
7. Expense Advances: Expense reports must be filed with the Finance Department within ten business days of the councilmember's/employees return.

CITY COUNCIL BUDGET PREPARATION

1. The City Council budget is proposed to the Personnel Committee by the Office Manager after reviewing the current expenditures.
2. After review by the Personnel Committee, the proposed City Council budget is forwarded to the Ways and Means Committee.
3. The City Council budget is approved by the Ways and Means Committee and then presented to the Mayor.
4. The City Council budget will include the following line items:
 - a. Salaries and longevity
 - b. Community promotion
 - c. Councilmember expense accounts
 - d. Operating supplies and expenses will be allocated into the following areas for the Council's internal review:
 - i. Office supplies
 - ii. Computer expenses
 - iii. Food
 - iv. Printing
 - v. Service Agreements
 - vi. Miscellaneous
5. Education and Training
6. Equipment

CITY COUNCIL BUDGET REVIEW AND MANAGEMENT

1. Monthly financial reports from the Finance Department will be received by the 15th day of the following month and reviewed by the office manager, president, and vice president.
2. The Personnel Committee will receive a monthly update on the Council Budget
3. The Vice President will give a Council Budget update to the Committee of the Whole on a quarterly basis.

EXPENDITURE PROCEDURES FOR COUNCIL BUDGET

1. All expenditures under \$100 to be reviewed by the office manager (or legislative assistant in absence of the office manager). Exception. If the purchase is on a "blanket" purchase order, any staff member can purchase but the invoice must be signed by the office manager.
2. Expenditures between \$100-\$500 must be approved by the President or the Vice President.
3. Unanticipated and unbudgeted expenditures over \$500 must be approved by the full Council.

****These items are out of date.**

COUNCILMEMBER ACCOUNTS

1. Councilmembers are responsible for following the established legal guidelines for expense accounts which include allowable expenditures, requirement of receipts, etc. listed above under “Authorized Expenditures” for the expenditures involving the \$2,250* allocated for Ward Councilmembers and \$1,750* allocated for At-Large Councilmembers.
2. Each Councilmember will receive a monthly report on the previous month’s expenditures from the account with the amount and the payee of each expenditure.

COMMUNITY USE AND PROMOTION ACCOUNTS

To help neighborhood organizations and other non-profit organizations whose primary purpose is to improve Lansing or serve Lansing residents, the Council has established two accounts to help underwrite the cost for meetings, events and other activities involving City owned property.

The Community Use – LEPFA Account is used to underwrite up to 50% of the cost to rent the Lansing Center, Oldsmobile Park, and the City Market. The funds are not to be used to pay for food or other expenses.

The Community Promotion – Parks Account is used to underwrite the cost of renting the City’s parks, community centers, and showmobile as well as events that promote the city, i.e. Car/Capitol Celebrations, or provide youth education/recreation opportunities.

To access these accounts, the organizations must submit applications to the Council for approval. The General Services Committee will review the application and any additional information that may be requested to help the Committee complete a cost/benefit analysis of the event.

ACCEPTANCE OF GRANTS

Any grant fund shall be subject to the same budgetary policies required of other City expenditures as required in Sections 7-101 through 7-110 of the City Charter. Applications for grants requiring the addition of City staff, or a City match of \$10,000 or more, or exceeding \$100,000, or exceeding one year in length shall require a financial impact analysis and approval first by the Ways and Means Committee and then by the City Council. Any grant-funded position shall terminate upon the expiration or elimination of the grant funding. No grant, which is subject to these provisions, shall be accepted without the approval of City Council.

EDUCATION AND TRAINING

The City of Lansing is a member of the Michigan Municipal League. The League sponsors two statewide conferences, an Elected Official Academy and over 180 training programs provide up-to-date information on major issues and concerns relating to local government.

CODE OF ETHICS

**These items are out of date.

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Recognize that the chief function of local government at all times is to serve the best interests of all the people.

Recognize that the elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Refrain from all political activities which undermine public confidence.

Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.

Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

LETTERS, APPOINTMENTS, SUPPLIES

The Council employs staff to help them write letters, articles, and speeches; schedule appointments; answer constituent complaints; and make appointments. The staff can also order appropriate supplies.

SPECIAL CEREMONIES AND TRIBUTES

The Council regularly devotes a portion of its regular meeting to honor individuals, organization and events. Staff will prepare an appropriate resolution or tribute, printed on parchment and enclosed in a nice folder.

****These items are out of date.**

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